



UNITED STATES DEPARTMENT OF EDUCATION
THE SECRETARY

MEMORANDUM

TO: The Chief Information Officer

FROM: The Secretary

SUBJECT: Delegation of Domestic Travel Authority

I. DELEGATION

Under the authority vested in me by section 412 of the Department of Education Organization Act, 20 U.S.C. 3472, I hereby delegate to you, and to anyone serving for you in an acting capacity, the authority for domestic travel, which must be exercised in accordance with 41 CFR Chapters 300-304, commonly known as the Federal Travel Regulations. Domestic travel is defined as travel within the Continental United States (CONUS) and non-foreign travel areas. The term 'non-foreign travel areas' as used in this delegation refers to the States of Alaska and Hawaii, the Commonwealths of Guam, Puerto Rico, and the Northern Mariana Islands, and the territories and possessions of the United States such as American Samoa and the Virgin Islands, and excludes the Trust Territories of the Pacific Islands.

Unless otherwise noted in future delegations of authority, amendments to the authority cited are included within the scope of this delegation.

II. RESERVATIONS

The authority to approve international is reserved to the Secretary or his or her delegatee. International travel is travel outside the CONUS and non-foreign travel areas.

III. REDELEGATION

This authority may be redelegated.

